

YOUTH SERVICES POLICY

Title: Grants Administration Next Annual Review Date: 09/16/2010	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.6
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References: None	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 09/16/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding grants administration.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Deputy Assistant Secretaries, Unit Heads and all employees authorized by the Unit Head to make grant applications.

IV. DEFINITIONS:

Central Office Grants Monitor – Central Office employee designated by the Deputy Undersecretary in the Office of Management and Finance (OMF) to provide oversight with the grant process.

Grant - A subsidy for state general funds received from a source outside of Youth Services (YS) for the purpose of establishing (or continuing) a specific project.

Grantee - A budget unit that receives grant funds.

Grantor - Agency (or private entity) from which grant funds are received.

Grants Project Manager – Unit staff member appointed by Unit Head to act as liaison with the Central Office Grants Monitor.

Unit Head – Deputy Secretary, Facility Directors, and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that all grants shall be administered through OMF in accordance with applicable state and federal laws. The Grants Monitor and Grants Project Managers shall be responsible for maintaining grant files for a minimum of three years after the final end date of the grant unless the grantor requires additional retention of all grant records.

VI. DUTIES AND RESPONSIBILITIES

- A. Central Office OMF shall be responsible for the fiscal and reporting aspects of grants in collaboration with the grantee unit, which shall be responsible for the programmatic aspects of grants, including program reporting.
- B. The Grants Project Manager shall act as liaison with the Grants Monitor and provide programmatic design of grant proposal.
- C. The Central Office Grants Monitor shall provide oversight, with the Grants Project Manager, of the grant process.

VII. PROCEDURES:

- A. Grant Applications
 - 1. The Central Office OMF shall assist in locating grant funds and preparing applications.
 - 2. Any unit seeking grant funds shall notify the Grants Monitor in OMF. The Unit Head shall designate a Grants Project Manager who shall serve as liaison with the Grants Monitor and shall be responsible for the programmatic aspects of the grant (or proposed grant) at the unit level.
 - 3. The requesting unit shall forward originals and the required number of copies of the "requests for funding" packets, grant applications, and other grant information to the Central Office Grants Monitor, who shall ensure that applications are complete and in the correct format.
 - 4. Completed applications shall be forwarded to the Undersecretary's Office for approval and official signature.
 - 5. The signed application shall be returned to the Central Office Grants Monitor for submission of the application to the grantor agency. The Central Office Grants Monitor shall forward copies of the signed applications to the requestor.

B. Grant Awards

1. Grant funds are subject to the same policies as general funds dollars and must be expended and accounted for in accordance with state regulations.
2. The Grants Project Manager shall ensure that program elements are completed within the grant's time frame and shall coordinate project issues with the Central Office Grants Monitor.
3. Upon receipt of the grant award (or notice of nonacceptance) the Central Office Grants Monitor shall notify the applying unit of the notification.
4. The Central Office Grants Monitor shall assist in the implementation of grant awards.
5. The Central Office Grants Monitor shall determine whether a budget adjustment request (BA-7) is necessary and shall consult with the Grants Project Manager on such issues.
6. The Grants Project Manager shall notify the Central Office OMF of grant budget adjustments and shall be responsible for submitting appropriate information to the Central Office Grants Monitor.
7. The Grants Project Manager and the Central Office Grants Monitor shall identify positions and T.O. necessary for the grant, and shall request any positions needed through the Deputy Undersecretary.
8. The Central Office Grants Monitor and the Grants Project Manager shall determine if professional services contracts are necessary and shall assist in the preparation of these contracts.
9. The Grants Project Manager shall review contract invoices, approve as appropriate, and forward the invoices to Central Office Accounting Services for payment.
10. Central Office Accounting Services shall request the draw down of grant funds from the grantor agency and prepare related reports.
11. The Grants Project Manager shall forward all purchase requests to the Central Office Grants Monitor for review, and approval. Approvals shall be based on the availability of grant funds and compliance with project costs.

12. The Grants Project Manager shall enter all purchase requests on-line on the "156-B Request for Purchase Form".
 - a. In order for the 156-B to be forwarded to the Central Office Grants Monitor for payment, the box entitled "Unit" at the top of the form must contain "Central Office Grants".
 - b. All purchases made using the unit's VISA credit card shall be reviewed for approval by the Central Office Grants Monitor.
 - i. Requests which are approved shall be returned to the requestor indicating approval.
 - ii. Requests which are denied shall be returned to the requestor indicating denial.

C. Grant Reporting

1. The Central Office Grants Monitor shall determine the reporting requirements of awarded grants in conjunction with grantor requirements.
2. The Central Office Grants Monitor shall notify the Grants Project Manager in advance of required program reports and due dates.
3. The Central Office Grants Monitor shall provide any fiscal information required for inclusion in program reports.
4. The Central Office Grants Monitor shall be responsible for timely completion and submission of program reports to the grantor agency, and shall forward copies of required reports to the Grants Project Manager.
5. The Central Office Grants Monitor shall be responsible for reconciling grant fiscal records to AFS reports; for assuring that grant projects are reported in a timely manner; and for performing the appropriate close-out functions upon completion of a grant project.